

Part-time

Visitor and Venue Services Officer (Koon Man Space)

THE SPACE

Koon Man Space is a new initiative of the Hong Kong International Photo Festival (HKIPF), launched in May 2024. Located in a renovated school house among the hills and streams of Chuen Lung Village, the Space serves as a year-round photography resource centre and hub for research, experimentation, and storytelling through images.

Many of the Space's events and activities occur at the intersection of photography, ecology, and community. Past projects include collaborative exhibitions, a sustainable photography residency, seasonal food tastings, ecological surveys, photo salons, a photobook curation programme, an arts and local crafts market, and village and farm tours. Major future projects include a two-year research residency, an ecological photography masterclass, local and international exhibitions, and a series of smaller recurring events and talks.

Koon Man Space is open on Thursdays by appointment and on Fridays to Sundays from 11:00-18:00.

THE ROLE

The HKIPF is seeking a candidate passionate and knowledgeable about photography, art, community, and/or ecology to assist with upkeeping the venue, answering venue enquiries, providing event support, and serving as an ambassador for all activities of the Space.

We are currently building a team of part-time support staff to look after the space on a roster basis. Staff will be expected to take on 2-6 shifts per month; each shift is one full day (10:30-18:30pm) from Friday to Sunday.

MAIN DUTIES

In this role, you will work under the direction of the Koon Man Space Project Coordinator to:

1. Tend to the exhibition venue, including executing daily opening, closing, and mid-shift checklists;
2. Provide visitors with accurate and relevant information about the artworks and Space programmes;
3. Ensure the safety and security of visitors and exhibits and prepare incident reports where necessary;
4. Collect footfall statistics, conduct onsite surveys, and gather feedback;
5. Provide registration and technical support to onsite talks and workshops;
6. Take casual photos of exhibition venue during operation hours for documentation and/or wider promotion;
7. Other onsite duties as reasonably requested.

Hong Kong International Photo Festival 香港國際攝影節

REQUIREMENTS

- Interest in or knowledge about photography or contemporary art;
- Excellent verbal communication in Cantonese. Proficiency in English and/or Mandarin is a plus;
- Punctual and responsible, with a problem-solving mindset;
- Comfortable with meeting and speaking to a wide variety of people;
- Past experience with exhibition or event services is preferable;
- Current resident of, frequent visitor to, or wide knowledge of Chuen Lung or Tsuen Wan is preferable;
- Able to commit to at least 2-6 shifts per month;
- Hong Kong Resident aged 18 or above.

TO APPLY

To apply, send your CV to hr@hkipf.org.hk. Shortlisted candidates will be contacted for interview.

HKIPF is an equal opportunity employer. All employment is decided on the basis of qualifications, merit, and organisation need. If you are a member of any under-represented communities, you are encouraged to self-identify, on either your cover letter or CV.

All collected data will be used for recruitment purposes only and kept in strict confidence for 6 months. For all enquiries or further information please contact hr@hkipf.org.hk or 2777 0955.

Personal Information Collection Statement

HKPCA respect personal data and are committed to implementing and complying with the data protection principles and the relevant provisions of the Personal Data (Privacy) Ordinance.

Purpose of Collection

All information provided in this application will be used by the Association for Processing and evaluation the submission;
Providing communications regarding the submission through email or call;
Comply with any statutory requirements or laws that bind the Association; and
General administration.

Consequence of Not Providing Information

Failure to supply sufficient and accurate information will prevent HKPCA from evaluation and processing, as such may render the submission invalid.

Right of Access

You have the right of access to and correction of your own personal data kept and used by HKPCA in accordance with the provisions of the Personal Data (Privacy) Ordinance (Cap. 486). For access or correction requests, please contact HKPCA at info@hkipf.org.hk.